



## Mathews County Hazard Mitigation Grant Program Application Package

Please complete and submit a full application package attached for each structure involved in an acquisition, elevation, or relocation project. This package includes the following forms:

Benefit Cost Analysis Worksheet	- 3 pages
Voluntary Participation Agreement	- 2 pages
Hazardous Materials Individual	- 6 pages

Please complete each form to the best of your ability. We will use County tax records to fill in the forms, but incomplete forms may delay your application's processing and its consideration in the final count application to FEMA. You also **must provide a current elevation certificate** for each property application. Photos of the home, both current and showing past damage, are appreciated but not required. Staff will complete the requested items on page 3 of the Benefit Cost Analysis entitled "For Local Government Use Only". Please note that completion of an application **does not guarantee funding** as all homes must pass the required Benefit Cost Analysis in order to be submitted with the final application for funding.

If you have any questions, please do not hesitate to contact us for assistance.

Primary Contact:	Michael P. Dodson <a href="mailto:mdodson@cppartnersinc.com">mdodson@cppartnersinc.com</a> Hazard Mitigation Assistance Consultant (804) 204-1022 (Richmond Office) (804) 204-1024 (Fax) (804) 832-2401 (Local Cell)
Secondary Contact:	Chris Ward <a href="mailto:cward@cppartnersinc.com">cward@cppartnersinc.com</a> Hazard Mitigation Assistance Consultant (804) 204-1022 (Richmond Office) (804) 204-1024 (Fax)
Mathews County:	John Shaw <a href="mailto:jshaw@co.mathews.va.us">jshaw@co.mathews.va.us</a> Director of Planning, Zoning & Wetlands (804) 725-4034 (Planning Office Main Number) (804) 725-7249 (Fax)

# BENEFIT COST ANALYSIS WORKSHEET

## I. ACQUISITION, ELEVATION AND RELOCATION PROJECTS

Participation in an acquisition project must be voluntary on the part of the property owner. Prepare a separate worksheet for each individual structure to be acquired. Please use tax card to complete application.

### A. Property Owner(s) Information

Name of Owner: \_\_\_\_\_  
Name of Co-owner: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/County/Town: \_\_\_\_\_  
Telephone Number: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Daytime Evening

### B. Property Site Information

Building Use: ☐ Owner Occupied ☐ Rental Property ☐ Secondary Home  
☐ Business Property ☐ Multi-Family Home ☐ Public Building  
☐ House of Worship ☐ Vacant Land ☐ Other \_\_\_\_\_

Building Type: ☐ 1-Story Home ☐ 2-Story Home ☐ Manufactured Home  
☐ Split Level ☐ Apartment Building ☐ Other \_\_\_\_\_

Foundation Type: ☐ Crawl Space ☐ Unfinished Basement ☐ Finished Basement  
☐ Slab on Grade ☐ Elevated on (circle one) Piers, Piles, Post or Column  
☐ Other \_\_\_\_\_

Construction Type: ☐ Wood Frame ☐ Solid Masonry ☐ Other \_\_\_\_\_

Water Information: ☐ Public Water ☐ Well ☐ Other \_\_\_\_\_

Sewer Information: ☐ Public Sewer ☐ Septic System

Heating of Home: ☐ Electric ☐ Natural Gas ☐ Oil  
☐ Solar ☐ Other \_\_\_\_\_

Total Square Footage: \_\_\_\_\_ Year Built: \_\_\_\_\_

Are there underground storage tanks located on the property? ☐ Yes ☐ No  
If yes, please explain size and usage \_\_\_\_\_

Are there any additional structures located on the property?  
(including outbuildings, mobile homes, greenhouses, boathouses, etc.) ☐ Yes ☐ No  
If yes, what is the value? \_\_\_\_\_  
Are they ☐ Attached ☐ Detached

### C. Occupant Information

Did the owner occupy the structure during the disaster? ☐ Yes ☐ No  
If yes, are the owners still in the structures? ☐ Yes ☐ No

Was there flood insurance on the property? ☐ Yes ☐ No

Company/Agent: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Have you had two or more insured losses of \$1,000 or greater? ☐ Yes ☐ No

# BENEFIT COST ANALYSIS WORKSHEET

## FOR RENTAL PROPERTY ONLY (INCLUDING LAND FOR MOBILE HOMES)

(Name(s) and Social Security Number(s) of all tenants will be needed at closing as well as documentation of occupancy)

1. Did tenants occupy the property at the time of the disaster? ☐ Yes ☐ No

2. Was the property occupied 90 days prior to the disaster? ☐ Yes ☐ No

\_\_\_\_\_  
(Names of tenants at time of disaster)

\_\_\_\_\_  
(Names of current tenants)

3. Is the property currently occupied? ☐ Yes ☐ No

4. If you are a mobile home owner were you renting the lot for your home? ☐ Yes ☐ No  
If yes, who is the owner of the lot? \_\_\_\_\_

### D. History of Damages

Please include all damages \$100 or greater for the life of the house, Including lost wages, loss of function, cleanup costs, etc. (Please continue on a separate piece of paper if necessary)

Date of Event	Type of Event (Major, medium, or minor – including nuisance flooding)	Amount of Water in the House	Damage Costs to Structure	Damage Costs to Contents

The County/City/Town certifies that any subsequent acquisition, elevation or relocation of the above property utilizing Hazard Mitigation Grant Program Funds are strictly voluntary and powers of eminent domain will not be used.

By signing this survey document I/we, the undersigned, acknowledge that all information provided is true and correct to the best of my/our knowledge. Completing this application does not imply any additional obligation to participate in any subsequent property acquisition/elevation/relocation program undertaken by the County/City/Town and does not imply any obligation by the County/City/Town to acquire/elevate/relocate the above referenced property. The purchase of the referenced property is contingent on the state receiving funding from the Federal Emergency Management Administration (FEMA).

By signing this survey document, I/we the undersigned, agree to allow access to my/our property for the purpose of providing data collection.

Name \_\_\_\_\_

Signature \_\_\_\_\_

SSN \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

SSN \_\_\_\_\_

Date \_\_\_\_\_



# BENEFIT COST ANALYSIS WORKSHEET

## For Local Government Use Only (All information must be included to submit the application)

1. Flood Zone Designation (check all zones applicable for the property)

- ☐ A (100-year)
- ☐ B (500-year)
- ☐ C or X (unshaded)
- ☐ Floodway
- ☐ COBRA Zone (Federal regulations strictly limit federal funding for projects in this zone; please coordinate with your state agency before submitting application for a COBRA zone project)
- ☐ Other, please describe: \_\_\_\_\_

2. Base Flood Elevation \_\_\_\_\_ Finished First Floor Elevation \_\_\_\_\_

3. Structure's Assessed Value \_\_\_\_\_ Land's Assessed Value \_\_\_\_\_

- ☐ Four color pictures of the house (including front, back, and each side)
- ☐ Pictures of out buildings included
- ☐ Parcel Map (including surrounding roads)
- ☐ FIRM
- ☐ Substantial Damage Determination
- ☐ Voluntary Participation Agreement (VPA)
- ☐ Individual Budget Spreadsheet
- ☐ Elevation Certificate
- ☐ Tax Card
- ☐ DMV certificate of title and/or registration of mobile homes



# Virginia Department of Emergency Management Hazard Mitigation Grant Program Application

## VOLUNTARY PARTICIPATION AGREEMENT For Property Owners

Project Applicant: \_\_\_\_\_ Property Owner(s): \_\_\_\_\_  
(Government Agency)

1. I/We, \_\_\_\_\_, am/are the owner(s) of the property located at \_\_\_\_\_  
(Street address, city, zip)
2. I/We have been notified by \_\_\_\_\_ (city, county, or town) that my/our property may be included in a proposed hazard mitigation project.
3. I/We have been notified that the jurisdiction may wish to (initial all which apply):  
\_\_\_\_\_ purchase; \_\_\_\_\_ elevate; the above property. If I/we agree to sell, it will be necessary for me/us to move permanently from the property. Elevation of the structure will require temporary displacement from the structure.
4. I/We acknowledged I/we understand that I/we will not be required to sell the above property to the above jurisdiction, and that the jurisdiction will not use the right of eminent domain to obtain the property in the event I/we do not wish to sell it. I/We understand that this means that I/we do not have to sell the property to the jurisdiction.
5. Since the Hazard Mitigation Grant Program is voluntary, property owners are not entitled to the relocation benefits provided by the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act. I/we will not make claim for any such benefits.
6. The project applicant (jurisdiction) stipulates and agrees that:
  - a) it understands this program is voluntary for the property owners and the right of eminent domain cannot be used to obtain the property; and
  - b) the property identified above is not a part of non-HMGP acquisition project where all or substantially all of the property within the area is to be acquired within specific time limits.

This agreement shall expire on \_\_\_\_\_, unless the property has been acquired by that date.

Signed \_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Date

Signed \_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Date

Signed \_\_\_\_\_  
City/County/Town Representative – Print name and title

\_\_\_\_\_  
Date



# Virginia Department of Emergency Management Hazard Mitigation Grant Program Application

## HAZARDOUS MATERIALS INDIVIDUAL PROPERTY SURVEY

NAME OF OWNER(S): 1) \_\_\_\_\_  
2) \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

I (We), \_\_\_\_\_ as owner(s) of the above referenced property that lies within the jurisdiction of \_\_\_\_\_ (county/city/town), in the Commonwealth of Virginia represent and certify that I/we have used due diligence to determine, **to the best of my/our knowledge**, that the condition of the property described herein is accurate with respect to the presence or absence of contamination from toxic or hazardous substances. The term "property" refers to the physical piece of legally recorded land that is to be acquired or on which a structure is to be elevated.

1. Is or was the property currently or previously used for governmental, commercial, light industrial, or industrial activities? ☐ Yes ☐ No

If yes, list specific type and nature: \_\_\_\_\_

2. Are there any Aboveground Storage Tanks (AST) or Underground Storage Tanks (UST) on the property? ☐ Yes ☐ No

If yes, list type of each tank, capacity and condition to include leaking: \_\_\_\_\_

3. Is there presently or was there any generation, treatment, storage, disposal, release, or spill of petroleum products, solid or hazardous substances and/or wastes (this includes pesticides, herbicides, or rodenticides), other than normal quantities of household substances? ☐ Yes ☐ No

If yes, list type of activity, substance and quantity involved: \_\_\_\_\_

4. Is there presently or has there been in the past a transportation facility on your property? This includes parking lots, railroad yards, railroad or roadway right-of-way. ☐ Yes ☐ No



## HAZARDOUS MATERIAL PROPERTY SURVEY - PAGE 2

If yes, list type of facility or activity: \_\_\_\_\_

5. Have you noticed any unusual odors or discoloration in your drinking water or surface water (pond, stream, etc.)?

☐ Yes ☐ No

If yes, list the date of the discoloration, location, color, and odor of the water: \_\_\_\_\_

6. For your property, is there presently or has there been in the past any:

(A) environmental investigations conducted by Federal, State, Local government agencies, or private firms; or

☐ Yes ☐ No

(B) environmental or Occupational Safety and Health Administration (OSHA) citations or notices of violations?

☐ Yes ☐ No

If yes, list the type of investigation or violation and the preparer or the origin of the investigation or violation: \_\_\_\_\_

7. Are there any drinking water wells or sewage septic tanks/systems on your property?

☐ Yes ☐ No

If yes, list type of facility and location: \_\_\_\_\_

8. Do any structures contain asbestos or lead-containing material?

☐ Yes ☐ No ☐ Unknown

If yes, please explain: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

PREPARER (if other than owner): \_\_\_\_\_



**HAZARDOUS MATERIAL PROPERTY SURVEY - PAGE 3**

**SIGNATURE:**

**DATE:**

**PREPARER'S NAME:**

**PREPARER'S TITLE:**

COMPLETION GUIDANCE

Follow the given guidance for each question.

1. If YES - Landowner should list known activities and approximate dates. FEMA will seek further information from appropriate state or federal agencies or seek technical assistance to determine if the listed use has potential for contamination. FEMA will determine the need for further assessment or investigation. Copies of this survey will be turned over to the entity that will be conducting a Phase I ESA investigation. The responses to the remaining question should aid in the conduct of the Phase I ESA investigation. Proceed with remaining questions.  
  
If NO - Proceed with remaining questions.
2. If YES - Landowner should list each tank, capacity, condition (good, fair, poor, unknown), any evidence of leaks and locations. Landowner should provide information about removal of storage tanks and attach copies of reports on these activities. FEMA will seek further information from appropriate state or federal agencies or seek technical assistance to determine if the listed use has potential for contamination. FEMA will determine the need for further assessment or investigation. The entity conducting the investigation will contact the state agency with responsibility for storage tanks to arrange for a records search and possibly a site visit. Certified clean removal of all tanks is required before acquisition of property occurs. Abandoned/inoperable tanks must be certified by appropriate agencies. Proceed with remaining questions.  
  
If NO - Proceed with remaining questions.
3. If YES - Landowner should provide information about specific knowledge of products beyond normal household amounts. There is a wide range of combinations of activities and substances with some being more serious than others. FEMA will seek further information from appropriate state or federal agencies or seek technical assistance to determine if the listed use has potential for contamination. FEMA will determine the need for further assessment or investigation. The entity conducting the investigation will contact the state agency with regulatory authority over a regulated substance or activity will be contacted. Proceed with remaining questions.  
  
If NO - Proceed with remaining questions.
4. If YES - Landowner should provide information about specific knowledge of past transportation activities. The current use and location of former parking lots or abandoned roadways should be described. Many historical railroad yards and rights-of-way have been abandoned and reverted back to adjoining landowners. Abandoned parking lots and abandoned road rights-of-way have the potential for contamination from spill or leaks. . FEMA will seek further information from appropriate state or federal agencies or seek technical assistance to determine if the listed use has potential for contamination. FEMA will determine the need for further assessment or investigation. The entity conducting the investigation will contact the state agency with regulatory authority over a regulated substance or activity will be contacted. Proceed with remaining questions.

**HAZARDOUS MATERIAL PROPERTY SURVEY - PAGE 5**

If NO - Proceed with remaining questions.

## HAZARDOUS MATERIAL PROPERTY SURVEY - PAGE 6

5. If YES - Landowner should list changes to drinking water and surface waters with the date of the change in conditions. FEMA will seek further information from appropriate state or federal agencies or seek technical assistance to determine if the listed use has potential for contamination. FEMA will determine the need for further assessment or investigation. The entity conducting the investigation will contact the state agency with regulatory authority over a regulated substance or activity will be contacted.  
Proceed with remaining questions.
- If NO - Proceed with remaining questions.
6. If YES - Landowner should list known investigations or violations. If possible, attach a copy of the investigation and results. FEMA will seek further information from appropriate state or federal agencies or seek technical assistance to determine if the listed use has potential for contamination. FEMA will determine the need for further assessment or investigation. The entity conducting the investigation will contact the state agency with regulatory authority over a regulated substance or activity will be contacted.  
Proceed with remaining questions.
- If NO - Proceed with remaining questions.
7. If YES - Landowner should list number of wells and/or septic tanks/systems on the property and approximate location of each. FEMA will determine the need for further assessment or investigation. The entity conducting the investigation will contact the state agency with regulatory authority over a regulated substance or activity will be contacted.
- If NO - Proceed with remaining question.
8. If YES - Landowner should provide information about specific knowledge of materials/structures containing asbestos and/or lead. Examples are asbestos siding, lead paint, and lead in pump units. Landowner should not speculate. FEMA will determine the need for further assessment or investigation. The entity conducting the investigation will contact the state agency with regulatory authority over a regulated substance or activity will be contacted. Landowner(s) should print their name(s), sign and date the survey
- If NO - Landowner(s) should print their name(s), sign and date the survey

### Other possible issues:

Removal of septic systems and sealing/closure of wells is required and may occur before or after acquisition of residential properties. Appropriate state and federal regulations should be followed for the removal of tanks and septic systems and the closure of wells.

Lead piping and asbestos are likely to be encountered in older structures. In many post-disaster situations, state agencies with waste disposal regulatory responsibility may develop protocols or special procedures for disposal of disaster debris containing hazardous materials or lead and asbestos. No investigation is needed, but contractors should determine what is present in the demolition debris and should follow all appropriate local, state, and federal regulations.